



FURNISHINGS MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication applies to all 18th Wing and associate units.

AFI 32-6004, 5 May 1994, is supplemented as follows:

- 3.7.2.** Transporting of furnishings that require repair due to negligence may be accomplished by the Furnishings Management Office or the customer (self-help). If damage to an item is determined to be customer neglect, the customer is required to reimburse the government for damages and 50 percent of transportation cost. Transportation cost not applicable when customer uses self-help.
- 4.6.** Furnishings inventory will be accomplished using the perpetual single item method. The Chief of Warehouse Management will establish an inventory schedule so that all furnishings are inventoried annually.
- 5.1.2.** Full-time management personnel and faculty members for all colleges (with contracts on file) that provide support to the 18th Wing are authorized furnishings support.
- 5.2.** Customer support for FMO is handled by the Customer Assistance Section (CEHA).
- 5.2.2.** Customers who miss their appointment for furniture delivery or pickup must reimburse the government for transportation cost or use self-help.
- 5.2.3.** Upon receipt of furnishings off-base customers sign 18th Wing Form 24, Furnishings Custody Receipt and Condition Report. During the initial move-in inspection, on-base customers sign Air Force Form 228, Furnishings Custody Receipt and Condition Report to show receipt of furnishings.
- 5.2.4.** Appliance connections will be accomplished by FMO personnel for off-base customers.
- 5.2.6.** Exchange of furnishings is only authorized when furnishings is considered unserviceable.
- 5.2.8.** All furnishings will be removed from off-base quarters unless an immediate transfer can be accomplished between old and new occupant. Only complete transfers are authorized. All furnishings will be

removed from government on-base quarters the day after final inspection. This will facilitate the quick cleaning and maintenance of quarters for new occupants.

5.2.9. Customers must use self-help when requesting additional furnishings (can not exceed authorized quantity) not requested during their initial furnishings request.

5.2.10. There is a one time delivery/pickup of government furnishings at government expense (exception: appliances assigned to full JFTR accounts). Customers may utilize their one time pickup at anytime (letter required). However, all remaining items must be turned in using self-help.

5.2.11. FMO will not deliver/pick-up furnishings at the same time Transportation Management Office is picking up or delivering.

7.3. (Added) (18WG). Forms Prescribed. 18 WG Form 8, **Discrepancy Report** and 18 WG Form 24, **Furnishings Custody and Condition Report**.

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